**Whitworth Tourism & Leisure Community Events**

**Booking Form**

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| **Name** |  |
| **Company Name (if app)** |  |
| **Address** |  |
| **Contact No** |  |
| **Email Address** |  |
| **Website** |  |
| **Facebook/Twitter** |  |

Description of items being sold

My main product is:

My other products are:

To secure your booking, please complete your choices below and return this form along with full payment and a copy of your valid Public Liability Insurance. If you are selling soap or skincare products, please provide a copy of your Cosmetic Safety Assessment Certificate and if you are selling food please provide a copy of your Food Hygiene Certificate.

Please tick applicable boxes

**🞏 Saturday 04th June 2022 (Queen for the Queen)**

**🞏 Indoor Stall £20.00 🞏 Outdoor Stall £20.00**

**🞏 Sunday 04th September 2022 (Rushcart)**

**🞏 Indoor Stall £20.00 🞏 Outdoor Stall £20.00**

**Payment Methods:**

**CASH:** please do not put cash in the post, hand deliver only

**CHEQUE:** made payable to Whitworth Town Council and send to Whitworth Town Council, Civic Hall, Market Street, Whitworth, Lancs, OL12 8DP

**BACS:** Whitworth Town Council, Unity Trust Bank Sort Code: 60 83 01 Account No: 20362184

Please use reference TLC Stall

**TERMS AND CONDITIONS**

**Event Location**

The Ashcroft, Market Street, Whitworth, Lancashire, OL12 8DP

**Bookings**

Bookings will only be confirmed once a completed booking form, full payment and a copy of your public liability insurance and food hygiene certificate (if applicable) have been received. PAYMENT ALONE WILL NOT RESERVE A STALL. Please note that items of similar nature will be limited to 2 or 3 stalls and if the maximum number of bookings has already been reached then your payment will be returned immediately.

**Items for Sale**

Only the items mentioned on your booking form should be on your stall.

**Public Liability Insurance, Food Hygiene and Cosmetic Safety Assessment Certificates**

All stall holders MUST hold valid Public Liability Insurance and a copy must be sent with your booking. If you are selling food of any kind, then a copy of your valid Food Hygiene Certificate must be sent with your booking. If you sell soap or skincare products you must provide a copy of your Cosmetic Safety Assessments. Without this you will be not be able to sell your products. If you have sold before and already provided valid copies of your certificates, then there is no need to send these again unless they expire before the event dates.

**On the day**

On arrival there will be someone available to guide you to your allocated stall. Please do not move location without permission. One table will be provided. Additional tables will only be permitted with prior notification. All stalls must aim to be ready 30 minutes before the event and not packed up before the event finishes. Stalls must be well presented. Please avoid any trip hazards if using floor length tablecloths. Any valuables i.e mobile phones, money tins etc are your responsibility.

**Unloading and Parking**

Access on the day will be from 10am. All vehicles MUST be off the car park before 11:30 (Queen for the Queen) or 12:00 noon (Rushcart). There is on-street parking around the Ashcroft but please be aware of restrictions.

**Facilities**

Toilets and disable Toilet/Baby Changing are located within the Ashcroft, all accessible on one level. Please bring suitable method of removing any rubbish you may generate during the event. First Aid boxes are available from a TLC committee member or North West First Aid and they will be onsite during the event. Fire exits are clearly marked; please make yourself aware of the exits on your arrival.

**Cancellations**

Cancellations will be accepted 10 days prior to the event without terms and a full refund will be issued. Cancellation after this time without extenuating circumstances and your payment will be lost. Please contact our office on 01706 852018 if you cannot attend on the day of the event or will arrive late.

🞏 **Please tick and sign to indicate that you have read and agree to the terms and conditions of your booking(s)**

🞏 **I give permission to store my information for all future correspondence regarding these events.**

|  |  |  |
| --- | --- | --- |
| Name (print) | signature | Date |

